

# Diva Dance Handbook

## 1. Fees

Payments: All payments must be made to “Diva Dance”. Cash, or email transfer are accepted. Cheques will only be accepted from outside funding organizations (no personal cheques permitted). Class fees, as well as email transfer instructions, can be found on the website. There is a \$25 registration fee if you do not register by the early bird deadline. This fee is waived for new dancers.

Creative Kids Fees: Families are welcome to apply for Creative Kids funding to help with the cost of dance lessons. The application form can be found on our website. Parents should apply for \$500 if their dancer is in one class, and \$750 if their dancer is in 2+ classes. Please note that if your dancer misses 3 or more lessons your funding will be revoked. If you have any questions regarding Creative Kids services please contact us.

Receipts: Individual receipts will not be given for all transactions. Please save a copy of your invoice/bill for your records. Contact the office for specific receipts.

Late fee: A \$25 per week fee will be applied to all late payments. All NSF cheques will be charged \$25.00.

Refunds: Refunds are not given for lessons missed for any reason of your own accord, ie: illness, holiday, etc. If your dancer withdraws after October 1st you will not be reimbursed for your September – October fees. If your dancer withdraws after November 1<sup>st</sup> you will not be reimbursed for your November – December fees.

## 2. Classes

Each class will be held once a week. Classes will run on Mondays and Tuesdays in Grenfell and in Whitewood on a TBD day. Parents are not permitted to stay for classes; it is a distraction to students and it also makes student/teacher relationships more difficult to establish.

The teachers and the teachers only will decide student designation into various classes. Dancers will be placed in the class that best suits their abilities, in order for each child to receive the best dance education he or she can.

### Dance Attire:

Dancers are expected to dress appropriately for each class. This means no street wear – no baggy T-shirts, sweatpants or jeans (this includes hip hop classes). Please wear form fitting pants/shorts and tank tops or body suits with appropriate shoes. Visit our website to see the Proper Dance Attire document.

Please have hair pulled off the face in a ponytail or bun. No chewing gum as it is a choking hazard.

### Attendance:

Attendance is mandatory. You must notify the instructors of any necessary absences. If your child has had more than three invalid absences before Christmas, the teachers will determine if they can continue dancing in that particular dance. The same procedure happens from January until the end of dance season. This policy is to ensure students don't hinder the success of the group at competition. It is important to remember that your child's group is a team and team members are expected to make a necessary commitment. If your child needs to miss a few classes, but remains on top of the material taught, there will be no issues.

If your dancer has an injury or non contagious illness that prevents them from dancing they are expected to still come to class to watch the lesson. This ensures dancers are ready to participate when they return, as they are familiar with what was taught. If your dancer is too sick to attend class, they should stay home. If it is an injury that doesn't put them or the other dancers at risk, they should attend class. Please don't hesitate to contact the office with any concerns regarding attendance.

### Shoes:

Students must have the proper shoes to attend class. If your dancer does not have tap shoes by the end of September they will not be permitted to continue in tap class. If your dancer does not have soft shoes (jazz or ballet) by the end of October they will not be permitted to continue taking those classes. It is imperative for all members of the group to have the correct shoes in order to learn the proper technique. Please visit our Parent Network on Facebook to purchase used costumes and shoes.

Shoe requirements can be found on the Documents page of our website.

### Communication:

To reduce classroom interruption, please channel questions and comments through our email account: [office@divadance.ca](mailto:office@divadance.ca)

You may also call the office at (306) 569-3482 (DIVA). Please note that the office is closed in the evenings as the staff are all teaching. Phone messages will be returned as soon as possible.

Teachers are instructed to direct parents to the office for most questions. Please understand that we want our instructors focussing on teaching the students. We are happy to answer any parent questions via office phone or email.

If a class is cancelled due to weather, an email message will be sent out to notify you. Email addresses are a requirement in order for each family to receive all of the information required.

### Withdrawal:

If your child wishes to withdraw from classes, the office must be notified **in writing**. Please send an email to the office. The bookkeeper will determine refund amounts issued. If your child withdraws after September 30<sup>th</sup> the Sept-Oct fees will not be reimbursed. If your child withdraws after October 30<sup>th</sup> your Nov-Dec fees will not be reimbursed. Competition fees and costumes will not be refunded. **YOU ARE RESPONSIBLE FOR ALL FEES INCURRED UNTIL NOTIFICATION IS GIVEN TO THE OFFICE IN WRITING.**

### Heath issues:

If your child has a medical condition that might affect them during dance class, please make the teachers aware of what needs to be done for your child and please ensure emergency information is up to date. Diva Dance reserves the right to call 911 at the parent's expense.

## **3. Costumes**

Every child is expected to participate in the local recital as well as competitions, and therefore will require a costume at an approximate cost of \$100.00 including taxes (per class). Costume orders will be placed by the end of November to ensure early delivery from the USA. Costumes can be ordered in child small, medium or large and adult small, medium or large only; therefore, some adjustments may have to be made for your child's costume. All costumes will be sized and ordered by the teachers. We order the size that best suits your child according to their measurements. Costume orders must be placed early for delivery before competitions in March. All alterations of costumes are the responsibility of the dancer. Recital costumes cannot be refunded once they have been ordered. Costume fees will be paid to Diva Dance. Tights will also be ordered with the costumes. This cost is approximately \$15.00/pair. Each dancer Junior and down will require a hairpiece at a cost of \$50.00. This will be added to your costume bill. Solos and duets are responsible for their own costumes; however there are lots of costumes available through other parents and dancers. Please visit our Parent Network on Facebook to purchase used costumes and shoes.

## 4. Competition

### Attendance:

The number of competitions your child attends will depend on age and location. Dancers will attend between 1-4 competitions.

The Diva Dolls will attend one Glam Dance in Regina

The Mini Divas will attend both Glam Dance Competitions in Regina

The Beginner and Junior dancers will attend 3 competitions: Both Glam Dance sessions and a Weyburn competition

The Intermediate & Senior dancers will attend 4 competitions: Both Glam Dance sessions, Weyburn and one TBD

All students are expected to attend competitions, as Diva Dance is a competitive studio. When you enrol your child in lessons we expect you to commit to the competitions your child's group is attending. Competition dates are sent out in the Fall and posted on the website for your reference. If you have a conflict (ie. family vacation, school trip, wedding etc.) we expect you to notify the teachers ASAP. **If your child will be absent from a competition, the office must be notified before December 1<sup>st</sup>.** This is to avoid paying unnecessary competition fees for your child. More importantly, this allows teachers to plan choreography in a way that doesn't affect the routine when your child is absent. If your child is absent from a competition and the teachers feel you have not given adequate notice and/or have not stated a reason for your dancers' absence, your dancer may not be permitted to complete the dance season. Adequate notice is defined as 'enough time to change the choreography so the other dancers are not affected'. If your dancer misses two competition routines without proper notice or reason given, he or she will not be permitted to continue dancing with the group for the remainder for the year. In the event that this happens, no refunds will be given. These policies will be enforced at the teachers' discretion. You may be asked to produce a doctor's note if your child misses competition due to an illness. Teachers will take dancers' previous attendance and commitment into account when enforcing these policies and will make decisions on a case-by-case basis.

If your child is new to competitions we recommend reading our 'Competition Tips' note on the website.

Cost: Competition entry fees are \$25.00/class/competition. These will be collected in February. Diva Dolls do not have to pay competition fees.

### Preparation:

We recommend that you do your child's hair and make-up before coming to the competition venue. Dressing rooms can be very hot and crowded, which makes it difficult to prepare younger students. Please do not wear costumes anywhere other than in the competition dressing room and on the stage.

### Hair:

Competition hair will be determined at the time of the costume order. Regardless of style, dancers' hair should be hair sprayed or gelled and look professional. Most students in Junior or under will wear the curly ponytails provided on stage. Hair must be slicked back and put into a proper bun before the hairpiece can be worn.

### Underwear:

Absolutely no underwear is to be worn on the stage. This includes thong underwear. Teachers may check student's waistband before going backstage to ensure this rule is followed. Underwear can be seen under the stage lights and disrupts the clean lines we are striving for with the costumes and tights.

### Jewellery:

Absolutely no jewellery is to be worn on the stage. Dancers will be asked to remove earrings or body piercings before going

backstage. Teachers will not be responsible for lost or stolen jewellery in this case. Dancers are also not permitted to wear nail polish. Please ensure all coloured nail polish is removed before competitions.

#### Make up:

It is important for stage make-up to be dark so dancers don't look washed out under the stage lights. Teachers will ask you to apply more make-up if they feel it is necessary.

**Eyes:** All dancers are to wear dark brown eye shadow on the lid of the eye. White eye shadow is to be worn from the crease of the lid to the eyebrow. No coloured eye shadow will be accepted. Beginner through Junior dancers should wear black eye liner with a two tailed "cat eye" and black mascara. Inter and Senior dancers should wear black mascara and eyeliner but will omit the "cat-eye".

**Cheeks and Lips:** Dancers should wear noticeable blush and bright red lipstick. Please no pink or peach lipstick.

It is very important for dancers to be uniform on the stage. We hope these guidelines have helped you. When the dancers look professional on the stage, you can see why we have these policies.

## **5. Recital**

Recital is typically held in early May. Two performances will be held in Grenfell for all students. Everyone, except dancers and instructors are required to pay admission. Parents will be asked to volunteer to help put on the recital show.

There will be a separate recital for solos and duets in Grenfell. This performance will happen in March, between costume arrival and competitions.

## **6. Pictures**

A date for pictures with a professional photographer can be found on the dance season calendar. Pictures are usually in place of dance classes. Group and individual photos will be taken. Attendance is mandatory even if your dancer is not planning on ordering pictures. Pictures will be handed out at the end of the dance season. Please do not contact the photographer to pick up your pictures ahead of time.

## **Contact Info:**

Website: [www.divadance.ca](http://www.divadance.ca)

Email: [office@divadance.ca](mailto:office@divadance.ca)

EMT: [payments@divadance.ca](mailto:payments@divadance.ca)

Phone: (306) 569-3482 (DIVA)

Mailing Address: Box 150 Craven Sk. SOG OWO

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